BY ORDER OF THE COMMANDER
TRAVIS AIR FORCE BASE

TRAVIS AIR FORCE BASE
INSTRUCTION 33-307

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Communications and Information

SOFTWARE LICENSING MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements AFPD 33-1, *Command, Control, Communications, and Computer (C4) Systems,* AFI 33-114, *Software Management* and DoDI 5200.40, DoD *Information and Technology Security Certification Process*. It establishes policies, procedures, and responsibilities for software license management at Travis Air Force Base. It applies to all personnel (officer, enlisted, and civilian) assigned or attached to units located at Travis AFB. This instruction clarifies commander involvement in the Travis Software Licensing Program. It also updates enterprise license and personal computer-common operating environment (PC-COE) considerations, Workgroup Manager responsibilities, and specific requirements for placing software on PCs and computer network systems.

1. 60th Communications Squadron Commander (60 CS/CC) Responsibilities.

1.1. The 60 CS/CC will designate primary and alternate Base Software License Managers (BSLM) to manage the wing and base software license programs.

2. Unit Commander Responsibilities.

2.1. All Unit Commanders will:

2.1.1. Appoint a primary and alternate Unit Software License Manager (USLM) to administer the software license program for the unit.

2.1.2. Forward USLM appointment memorandums to the BSLM.

2.1.3. Ensure outgoing and incoming software license managers conduct a joint physical inventory of all software and endorse all inventories.

2.1.4. Annually certify in writing to the BSLM that an annual inventory was accomplished for all unit computer software. Accomplish certification by signing the annual inventory list or memorandum and indicate the unit's annual software license inventory has been accomplished. Complete this certification each year no later than the day the USLM was officially appointed.

2.1.5. Ensure software acquisitions are coordinated through the respective software license manager and BSLM prior to purchase.

2.1.6. Ensure delivered software is routed through the respective software license manager. Ensure the BSLM is informed so the software can be added to the inventory.

2.1.7. Ensure necessary training for users and maintainers is obtained for unique software purchased or developed by the unit.

2.1.8. Ensure unit personnel who buy new personal computers (PC) indicate on AF Form 3215, **IT/NSS Requirements Document,** that promotional software will not be sent with the order.

NOTE: If such software is received from a vendor, the buyer will either return it to the vendor immediately or destroy it (IAW AFI 33-112, *Computer Systems Management*).

2.1.9. Ensure enterprise license agreement contracts (that is, PC-COE) are used to procure common-user desktop software on new PC orders.

3. BSLM Responsibilities.

3.1. The Base Software License Manager will:

3.1.1. Place semiannual reminders of the need for proper software license management in base bulletins and other media to increase and reinforce the legal requirement of maintaining software licenses according to their stated conditions.

3.1.2. Provide software license training for newly appointed BSLMs and USLMs and cross feed locally developed material between unit managers, functional system administrators, and Workgroup Managers. This training will include, but is not limited to:

3.1.2.1. Ensuring USLMs are familiar with AFI 33-114, paragraph 9.

3.1.2.2. Ensuring USLMs complete the US Air Force Software License Management and Anti-Piracy computer-based training.

3.1.2.3. Explaining how to maintain accurate records of installed software.

3.1.2.4. Learning the basics of software licenses and the Copyright Act.

3.1.2.5. Ensuring each Commercial-off-the-Shelf (COTS) application has a license.

3.1.2.6. Verifying that the use of software corresponds to the applicable license agreement.

3.1.2.7. Identifying software that does not have associated licenses, coordinating with USLMs for assembling proofs of purchase, and requesting replacement licenses from publishers, as needed.

3.1.3. Perform periodic compliance visits to base units and AMC tenant organizations. Inspect at least 50 percent of unit accounts annually and inspect each unit at least once every two years.

3.1.4. Conduct annual software licensing meetings for USLMs.

3.1.5. Maintain a current list of all USLMs.

3.1.6. Ensure automated tools are used to the maximum extent possible for tracking software installed on the base network.

3.1.7. Ensure a Certification of Net Worthiness has been issued by the Air Force Communications Agency (AFCA) and a Certificate to Operate (CTO) has been issued by AMC for all software programs that involve transmitting and receiving information from other computers, computer systems, or networks that reside outside of the base network perimeter.

3.1.8. Ensure approval is obtained from the Designated Approval Authority (DAA) for any software placed on computers or computer systems on the base network.

4. USLM Responsibilities.

4.1. The Unit Software License Manager will:

4.1.1. Become familiar with license agreements of software used in his/her organization.

4.1.2. Coordinate with the BSLM, functional system administrators, Workgroup Managers, users, and/or purchasers on all software acquisitions. **NOTE:** The Information Systems Flight Commander of the 60th Communications Squadron will resolve any appeals regarding denial of software request by the BSLM.

4.1.3. Combine software acquisitions, as applicable.

4.1.4. Receive all new software, inform the BSLM of new software, and become familiar with license agreements prior to releasing software to workgroup managers.

4.1.5. Store evidence of license agreements or licenses (user manuals, purchase documentation, CD-ROMs, etc.) and physical software media in a secure location (locked drawer, file cabinet, room, etc.).

4.1.6. Ensure the legal acquisition and use of all software.

4.1.7. Identify software that does not have associated licenses, assemble proofs of purchase, and request replacement licenses from publishers, as needed.

4.1.8. Act as liaison between PC users and the BSLM.

4.1.9. Respond to the BSLM as necessary.

4.1.10. Coordinate training with the BSLM, as needed.

4.1.11. Ensure newly assigned personnel receive software license training within 30 days of their arrival and annually thereafter. This training will include, but is not limited to:

4.1.11.1. Promote user awareness of unauthorized or illegal use of computer software.

4.1.11.2. Provide how and to what extent the user may be held liable for unauthorized or illegal use of computer software.

4.1.11.3. Train users on procedures for acquiring new software.

4.1.11.4. Make users aware of the importance of identifying unauthorized or illegal software on their systems.

4.1.12. Circulate software licensing information throughout the organization.

4.1.13. Support and implement the base software license program.

4.1.14. Perform an annual inventory of all software, licenses, and corresponding documentation of unit software. Ensure the unit commander endorses the hard-copy report.

4.1.15. Perform a joint inventory of software before transferring responsibility to another software license manager. Ensure the unit commander endorses the hard-copy report.

5. Workgroup Manager Responsibilities.

5.1. All Workgroup Managers will:

5.1.1. Notify USLMs when installing software from shared folders or using installation CD-ROMs.

5.1.2. Notify USLMs when uninstalling, upgrading, or performing any actions that change the amount or number of licensed software products installed on the base network.

5.1.3. Ensure software covered by an enterprise license agreement (for example, PC-COE) is not transferred with hardware when performing Automated Data Processing Equipment (ADPE) transactions.

5.1.4. Not purchase or obtain software without prior coordination of the USLM.

6. PC User Responsibilities.

6.1. All PC users will:

6.1.1. Assist USLMs with software inventories on PCs as required.

6.1.2. Not install or remove any software application without first coordinating with the USLM.

6.1.3. Not make any illegal copies of copyrighted software.

6.1.4. Not install personally owned software on his/her government system unless DAA approval is obtained and documented in the Certification and Accreditation (C&A) package or the DoD Information and Technology Security Certification Process (DITSCAP). (See DoDI 5204)

6.1.5. Report all unauthorized or illegal software on his/her system to the USLM for resolution.

6.1.6. Complete initial software license training within 30 days of arrival and annually thereafter.

7. Adopted Forms. AF Form 3215, **IT/NSS Requirements Document.**

ALLARD R. CARNEY, Col, USAF
Director of Wing Staff

Attachment 1

GLOSSARY OF REFERENCE AND SUPPORTING INFORMANTION

References

AFPD 33-1, *Command, Control, Communications, and Computer (C4) Systems*

AFI 33-114, *Software Management*

DoDI 52040, DoD Information and Technology Security Certification

Abbreviations and Acronyms

BSLM—base software license manager

PC—personal computer

PC-COE—personal computer-common operating environment

USLM—unit software license manager

Terms

Accreditation—Formal declaration by the DAA that an information system is approved to operate in a particular security mode using a prescribed set of safeguards and controls

Designated Approval Authority (DAA)— An official with the authority to formally assume responsibility for operating an information system or network within a specified environment DoD Information Technology Security Certification and Accreditation Process

(DITSCAP)—The DoD standard for certifying and accrediting IT systems that collect, store, transmit, or process unclassified or classified information. The standard applies to any IT life cycle, including the development of new IT systems, incorporation of IT systems outside the infrastructure, development of prototype IT systems, and reconfiguration or upgrade of existing systems and legacy systems.

License Agreement—A contract between the software publisher and the user which instructs and limits how the software is to be used. When software is purchased, the purchaser acquires a license to use it, but the publisher retains full rights to the software and can further distribute and reproduce it. License agreements generally fall into the following categories:

Concurrent License (requires metering)—A license that allows a limited number of users to connect simultaneously to a software application. Because this license is only used in the network environment, it is becoming quite popular due to proliferation of networks.

Enterprise License—The DoD Enterprise Software Initiative (ESI) and the Enterprise software agreements (ESA) entered into by DoD components who manage the acquisition of commercially available software at the DoD Enterprise level to reduce the cost of acquiring and maintaining software products. By aggregating requirements and leveraging DoD's buying power together with the buying power of related communities of interest such as the Intelligence community, the DoD is able to achieve the most favorable terms and pricing for commercially available software and software maintenance.

Individual License—A license for use on a single machine only.

Network License—A license that allows every member of the network to access the software.

Site License—A license defined by a geographic restriction, such as a building, unit, wing, or base.